



City of Tempe

TRAFFIC OPERATIONS SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	392	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$29.948077
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$40.430288
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Transit Manager
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from an assigned area manager and/or other managerial staff.

Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of full-time professional experience in the public works construction, public works operations, or a related field, preferably in traffic engineering. Two years of supervisory or lead responsibility is required.
<i>Education:</i>	Equivalent to completion of an Associate's Degree with major course work in electronics, engineering or related field; supplemented by accredited technical training in a specialty related to the core duties of the position.
<i>License / Certification:</i>	<ul style="list-style-type: none">• Must possess and maintain a valid driver's license.• Requires possession of, or required to obtain within 6 months of hire, a Level I Signs and Markings certification and a Level I Traffic Signals certification by the International Municipal Signal Association.• Possession of or required to obtain, a Level II Signs and Markings certification and a Level II Traffic Signals certification within 18 months by the International Municipal Signal Association.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, assign, supervise and coordinate the maintenance of the City's traffic operations infrastructure systems, including but not limited to Traffic signal systems, signing and striping, and traffic signal construction and maintenance.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;
- Observe and enforce the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances;
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Participate in preparation of the workgroup budget; monitor, review, approve and control expenditures including purchases;
- Provide input into long range CIP program planning;
- Coordinate workgroup activities with other divisions, other city departments, and with outside agencies;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work;
- Administer, enter, prioritize, assign, update and evaluate service work order requests in the Computerized Maintenance Management System (CMMS).
- Maintain time usage and material and equipment records including computer system records;
- Respond to requests and inquiries from the general public; investigate complaints and recommend corrective action as necessary to resolve complaints;
- Identify areas needing repair and maintenance, and take corrective action;
- Oversee and participate in all related aspects of maintenance for assigned area;
- Develop, administer and monitor preventative maintenance programs.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities;

- Develop guidelines and requirements for projects, including reviewing and approving new construction plans;
- Operate equipment as required utilizing proper safety precautions related to all work performed;
- Serve as operations and maintenance coordinator for LRT/Valley Metro maintenance issues in the area of signal maintenance, signage and LRT guideway access;
- Coordinate, contribute and use best management practices;
- Participate in the energy conservation program and monitor energy usage;
- Promote sustainable principles and procedures;
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 50 lbs.);
- Operate city vehicles;
- Operate city equipment (i.e. riding mowers, backhoe, and aerial lift);
- Use power tools (i.e. mowers, jackhammers, drills, chain saws, and blowers);
- Use tools (i.e. hammers, wrenches, shovels, saws, wheel barrels, etc.);
- Climb stairways and ladders;
- Traverse uneven surfaces;
- Operates computers and other office machines using repetitive hand/ear movement;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids; etc. while emptying trash cans and cleaning park sites;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. from PVC glue, pesticides, and graffiti remover;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability

Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i></p> <p>City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective February 2018